

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



STAFF REVIEW MINOR SUBDIVISION

(Check subdivision type):

- ☐ LOT SPLIT ☐ FAMILY SUBDIVISION ☐ MINOR REPLAT
☐ MINOR SUBDIVISION ☐ BOUNDARY ADJUSTMENT

NOTE: The Board of County Commissioners has provided procedures for property owners to transfer portions of their property. The applicant/owner should have a pre-application meeting with the Planning Official prior to submittal to ensure procedures and submittal requirements are understood. If all of the required materials submitted are correct and the fee is paid, the Planning Official should be able to approve the application upon submittal.

See the next page for instructions regarding filing this application.

Owner's Name: _____

Telephone #: _____ Fax #: _____ Proof of Ownership: attach a copy of deed(s)

Mailing Address: _____

Parcel ID #(s): _____

Land Use Category/Zoning: _____ Number of Lots in Subdivision: _____

Streets (public or private) abutting the original and proposed lot(s): _____

NOTE: All maps shall be prepared and signed/sealed/dated by a Florida Registered Land Surveyor. They should be labeled correctly such as: Map of Subdivision for (name); Boundary Survey for (name); Boundary Adjustment Survey for (name); Sketch of Property for (name); or Exhibit "A" Parcel #1, etc.

The undersigned fully understand no further division is permitted unless a development plan is prepared and submitted in accordance with the Jefferson County Land Development Code (LDC). It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell such land by reference to, exhibition of, or by other use of a plat or subdivision of such land without having submitted a plan and plat of such subdivision for approval as required by the Jefferson County LDC with a recorded subdivision plat as required. If such unlawful use were made of a plat before it is properly approved and recorded, the owner or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

_____ Owner	_____ Date	_____ Owner	_____ Date
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_____ Owner	_____ Date	_____ Owner	_____ Date
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Addition sheets may be added as necessary for signatures.

APPROVAL: I have reviewed this application and determined that the proposed subdivision meets the conditions of the Jefferson County LDC and otherwise complies with all applicable laws and ordinances.

_____ Planning Official	_____ Date
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Conditions of Approval: _____

ITEMS REQUIRED FOR SUBMITTAL:

This completed, notarized application form must be accompanied by the following maps:

1. PARENT TRACT MAP: A letter-sized or legal-sized [8½"x 11"] or [8½"x 14"] boundary survey drawing of the parent property prior to subdivision indicating any easements, existing structures, wetlands, FEMA flood-zones, fences or other improvements to be retained in the Planning Department files.
2. AN OVERALL SUBDIVISION MAP: A letter- or legal-sized [8½"x 11"] or [8½"x 14"] scaled drawing showing the following information:
 - a. Title Block indicating the subdivision name (examples: "Lot Split for John Doe", "Family Subdivision for Sam Smith", "Gardner Minor Subdivision"), and the Section, Township, & Range and Tax Parcel ID# of the subject parent parcel; and
 - b. North arrow, scale, street names; and
 - c. The entire subject property to be subdivided indicating the location and configuration of the proposed subdivision lots; with a lot number and acreage; and
 - d. The approximate perimeter dimensions of each lot to the nearest ten feet (10').

New individual deeds shall be prepared and recorded in the Public Records of Jefferson County, Florida, in the Office of the Clerk of Courts for all parcels created by this subdivision approval, including any "remainder" parcel. All new deeds shall include an "Exhibit A", a scaled map of the parcel prepared and signed/sealed/dated by a Florida Registered Land Surveyor (RLS) and also signed by the Planning Official or his designee as approved by the Planning Department prior to recording in the Public Records.

The "Exhibit A" shall be a letter-sized [8½"x 11"] or legal-sized [8½"x 14"] map of the new lot as a drawing of the boundary survey, including the legal description (on a separate sheet if necessary) and depicting any easements, existing structures, wetlands, wetlands setbacks, FEMA flood-zones, and building setback lines. Many minor subdivisions or lot splits are for the sale of one or more small parcels being cut out of larger tracts of land. In recognition of expenses incurred in obtaining boundary surveys, the Planning Official may allow that when the remainder tract is either very large or has an extensive boundary that would require an inordinate amount of expensive surveying, the new deed for the parent tract as a "remainder parcel" may be written as a "less and except" deed based on the original deed.

FAMILY SUBDIVISIONS:

IMPORTANT NOTE REGARDING ELIGIBILITY: The parcel to be subdivided must have been in existence in its present configuration (shape and size in acreage) prior to December 13, 1990. Parcels created after that date may not be subdivided in a manner that exceeds the maximum density allowed by the existing land use designation.

A Family Subdivision Map shall show lot numbers for each individual lot with the name of the family member who is to become the owner. If the applicant is to retain a parcel, it can be identified by the owner's name or labeled "Parent Tract". The deeds for each lot in a Family Subdivision should reflect the name of the family member who will become owner of the individual lot, whether the parcel is to be transferred to the individual immediately as the grantee, placed in a trust named as grantee, or indicated as a partial owner along with the grantor(s) until such time as the parcel is subsequently transferred to the heir or the recipient family member becomes the surviving owner.

SUBMITTAL PROCEDURE:

1. The applicant/owner submits this completed application form with a map of the parcel to be subdivided and a copy of the deed as indicated above along with all of the completed new deeds to the Planning Department.
2. Upon review of all documentation and verification everything is complete and in order and the fee has been paid, the Planning Official will sign, date, and list any conditions of approval on the Approval Block of the application form.
3. A copy of the Family Subdivision Map shall be attached to each new deed after the Planning Official has signed and dated the map to indicate Planning Department approval. The new deed and signed map shall then be recorded in the Public Records of Jefferson County.
4. The applicant shall provide certified copies of the recorded deeds to the Planning Department. ***Failure to provide certified copies of the recorded deeds may result in delays for the new owners in obtaining any type of future building or development permit.***

NOTE: Maps prepared for the purpose of Planning Department approval of all proposed subdivisions may be submitted as "sketches" made prior to surveying individual lots, with the approximate lot dimensions indicated without showing bearings, and the distances may be estimated to the nearest 5-10 feet. The proposed acreage for each parcel shall be indicated.

Example of a PROPOSED LOT SPLIT or FAMILY SUBDIVISION or MINOR REPLAT MAP

NOTE: Boundary Adjustments will require two maps ("Before" & "After") for the application as well as new individual lot maps reflecting the change in configuration for each of the new deeds.

Size can be Letter- (8 1/2"x11") or Legal-size (8 1/2"x14") paper

PROPOSED SUBDIVISION LOCATED IN SECTION X TOWNSHIP X SOUTH, RANGE X EAST JEFFERSON COUNTY, FLORIDA							
APPROVED BY: _____ PLANNING OFFICIAL							
DATE _____							
CONDITIONS: _____							
<p><i>This is an example of a "sketch" showing the graphical information required to depict the proposed subdivision configuration for the site. This signed and dated sheet must be recorded by the County Clerk with a copy returned to the Planning Department.</i></p>							
SURVEYOR NAME _____ Date _____ Florida Licensed Surveyor and Mapper L.S. #XXXX							
Not valid without signature and the original raised seal of a Florida licensed surveyor and mapper							
<table border="1"><tr><td rowspan="3">SURVEY COMPANY NAME CERTIFICATE OF AUTHORIZATION NUMBER LB XXXX XXX S. MAIN STREET THAT CITY, FLORIDA XZIPX</td><td>XXX. XX, 200X</td></tr><tr><td>DATE</td></tr><tr><td>XXX-XXX-XX</td></tr><tr><td>PHONE: (XXX) XXX-XXXX FAX: (XXX) XXX-XXXX</td><td>JOB NO.</td></tr></table>		SURVEY COMPANY NAME CERTIFICATE OF AUTHORIZATION NUMBER LB XXXX XXX S. MAIN STREET THAT CITY, FLORIDA XZIPX	XXX. XX, 200X	DATE	XXX-XXX-XX	PHONE: (XXX) XXX-XXXX FAX: (XXX) XXX-XXXX	JOB NO.
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